
Iowa Legislative Fiscal Bureau

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State Capitol
Des Moines, IA 50319
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State Vehicle Fleet - Vehicle Dispatcher Division

ISSUE

The Vehicle Dispatcher Division (VDD) of the Department of General Services (DGS) has the authority to assign all State vehicles, except for vehicles administered by the Department of Transportation (DOT), the institutions under the control of the Board of Regents, and the Department for the Blind. The issues of departmental underutilization of State vehicles, assignment policies of the VDD, and possible efficiencies of State employees' personal vehicles for State business are addressed in this paper.

AFFECTED AGENCIES

All departments of State Government

CODE AUTHORITY

Sections 18.115 - 18.121, Code of Iowa

BACKGROUND

The General Assembly, effective July 1, 1939, vested authority in the Governor to assign all State-owned motor vehicles. A State Car Dispatcher was appointed by the Governor to control State-owned cars. In 1941, the General Assembly added maintenance of the State vehicle fleet to the duties of the Car Dispatcher. In 1972, the DGS was created by the General Assembly, and the VDD was included in the new Department. The Dispatcher is appointed by the DGS rather than the Governor.

The number of active vehicles in the fleet has remained stable during the past 20 years, with the smallest number of vehicles, 2,020 in FY 1987, and the largest number in FY 1976, 2,299 which indicates a variance of 179 vehicles.

CURRENT SITUATION

The fleet controlled by the VDD is dynamic as cars are sold at auction, sent in for repairs, and exchanged with other departments continuously. As of March 31, 1993, there was an inventory of 2,458 vehicles in the VDD fleet. Of these, 39 had been turned in for auction, 245 vehicles were unassigned, and 47 had been turned in for repair or salvage. **Attachment A** provides a "snapshot" of the number of vehicles assigned to each agency, average estimated

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usage miles for each vehicle for FY 1993, the number of vehicles projected to attain less than 5,000 miles (defined as underutilized), and the percentage of underutilized vehicles assigned. A brief explanation of the usage, by department, of the underutilized vehicles is included.

Underutilized Vehicles: By the end of FY 1993, underutilized vehicles will have accumulated less than 5,000 miles. Many vehicles indicated as underutilized are actually new assignments to departments and attained in excess of 5,000 miles by the conclusion of FY 1993. A large proportion of VDD vehicles assigned to departments are used as maintenance or service vehicles at various Department of Human Services (DHS), Department of Corrections (DOC), or other State institutions. These vehicles are primarily trucks used for buildings and grounds maintenance, the delivery of laundry, or are one of several vehicles used to transport clients and do not accumulate more than 5,000 miles annually since they remain on campus.

The State Auditor's Office collected information regarding vehicles in the fleet administered by the VDD classified as underutilized at the end of FY 1992. After collecting information regarding usage of these vehicles, no action was taken since the usage was verified as essential to the operation of the departments.

Assignment of Vehicles: The VDD has determined the lowest cost per mile for all vehicles classified 1 ton and under is achieved when these units are sold at 96,000 miles and are 5 years old or less. The replacement requirements for FY 1993 model vehicles classified as 1 ton and under are established at 96,000 miles or 7 years. Maintenance and special purpose vehicles not meeting this criteria are replaced with pre-owned units on a two- or three-year replacement cycle.

The VDD analyzed the operational costs for the State of Iowa passenger fleet for FY 1992 and the break-even miles required to justify vehicle acquisition and retention are adjusted as shown in the following table.

<u>Sedan Classification</u>	<u>Miles per Year</u>	<u>Wagon Classification</u>	<u>Miles per Year</u>
Compact	14,000	Compact	15,000
Mid-Size	15,500	Mid-Size	18,000
Full Size	25,500	Full Size	28,000
		Mini-Van	20,000

Since 1992, all departments have been provided with monthly underutilization reports. Agencies that have not acted to correct those identified vehicle assignments are asked to turn in those units or provide sufficient justification to the VDD to retain the vehicles. The number of identified underutilized vehicles scheduled for replacement may be decreased by the Division to meet the annual mileage requirements.

Billing for Assigned and VDD Pool Vehicles: Departments with vehicle assignments are billed monthly by the VDD for the actual cost of operation of these vehicles and a portion of the cost of administration. Depreciation is also billed monthly by the VDD for vehicle replacement expenditures. These monies are placed in a revolving fund until the VDD purchases the new or used vehicles.

Billings for use of vehicles by departments from the VDD Motor Pool are made on a monthly basis. Rates are determined by the size of vehicle used and include costs associated with vehicle and VDD administrative charges.

Mileage Reimbursement: Currently, State employees are reimbursed \$0.21 per mile for use of personal vehicles for State business. According to Section 18.117, Code of Iowa, this amount is determined by the State and cannot exceed the maximum reimbursement allowable under the federal internal revenue service rules per mile which is currently \$0.28. The Motor Vehicle Dispatcher stated the average per-mile operation cost incurred by his office is \$0.22 per mile which includes fuel, maintenance, depreciation, and insurance at rates less than what a State employee would incur in using a personal vehicle for State business. If the State wishes to encourage State employees to use their personal cars, a compensation more equal to cost may have to be provided.

As of March 31, 1993, \$2,430,098 in reimbursement for use of personal vehicles had been paid to State employees for 11,524,278 miles driven (includes Judicial and Legislative reimbursements). Projected reimbursements for FY 1993 would be \$3,240,131 for 15,429,195 miles. The VDD maximum authorized mileage reimbursement to State employees for use of personal vehicles for FY 1993 was a maximum of 14,000 miles per employee. Claims in excess of this amount were not approved unless an exemption was received by the VDD. FY 1993 requests had to be received by the VDD no later than March 31, 1993.

Many times it is not possible for an employee to use a private vehicle because specific equipment is needed to accomplish the tasks, such as radios and cages to transport inmates, wheel chair lifts to transport the handicapped, and capability to transport tools and other equipment.

Private Use of State Vehicles: Private use of State vehicles is prohibited in Section 18.117, Code of Iowa. The procedure followed by the Vehicle Dispatcher when a complaint is received regarding usage of State vehicles is to contact the director of the department and request an investigation of the incident and a response. According to the Division, there are usually only 5 or

6 complaints regarding private use of State vehicles received each year. The VDD does not usually receive complaint calls regarding vehicles from the Department of Corrections (DOC), the Department of Natural Resources (DNR), or Iowa Public Television because those departments have their own insignias on the vehicles and complaints go directly to those departments. Individuals in violation of this Section of the Code of Iowa are charged with a simple misdemeanor.

Motor Vehicle Dispatcher Pool Vehicles: As of March 31, 1993, 110 vehicles were assigned to the VDD Motor Pool. These vehicles are available to departments to conduct State business. The Motor Pool attempts to issue the most efficient and practical vehicle for the number of passengers and cargo indicated and the type of assignment. According to Section 18.115 (4)(a), Code of Iowa, the VDD, after consultation with the Department of Management and agencies exempted from obtaining vehicles for use through the VDD, shall adopt a uniform standard for assigning vehicles available for use to maximize the average passenger miles per gallon of motor vehicle fuel consumed. Rule 401-1.88(18) was proposed at the May 12, 1993, meeting of the Administrative Rules Committee. However, the proposal was tabled to allow a discussion between the VDD, Board of Regents, and the DOT.

Charges for motor vehicle rental for FY 1993 range from \$.2025 per mile or a minimum of \$7.09 per day for compact sedans to \$.3200 per mile or a minimum of \$25.00 per day for a pickup truck.

The number of vehicles in the Motor Pool is established to handle normal daily vehicle demand. For those times when a vehicle request cannot be honored with a State vehicle, the VDD has entered into a contract with a local firm to provide lease vehicles to State agencies.

ALTERNATIVES

Raise the rate of reimbursement for use of personal vehicles and allow more usage of personal vehicles. This may not reduce the number of State vehicles in the fleet, as would seem logical,

since the number of miles allowed on personal vehicles for possible reimbursement would decrease. The VDD stated that the result would either be neutral or cause an increase in usage of State vehicles.

As the State privatizes many of its functions, the need for the low annual mileage service vehicles should also decrease.

Coordinate usage of garages between various State fleets. For example, there would only be 1 State vehicle repair garage in Ames. It would service the DOT vehicles as well as vehicles under the control of Iowa State University. This could possibly reduce the administrative costs for all State fleets.

Coordinate usage of vehicles between institutions in the same locality (i.e., Corrections facility at Mt. Pleasant and the DHS facility at Mt. Pleasant). These institutions currently coordinate vehicle usage and share vehicles with the DOT facility in Mt. Pleasant if needed. Vehicles used to transport clients may not be appropriate to interchange.

BUDGET IMPACT

It is estimated by the Division that the income from vehicles assigned to various departments and expenditures for administration and maintenance of these vehicles will be approximately \$532,000 for FY 1993. If there is a surplus at the end of the year, it is applied to next year's budget and the charge per month per vehicle would decline. The Motor Pool Fund within the VDD lost approximately \$8,000 in vehicle-related expenditures during FY 1993 because the vehicles were not used by the departments as projected.

Savings to the State by changes in usage of vehicles is unknown until specific scenarios are defined.

STAFF CONTACT: Tamara Fujinaka (Ext. 14613)

State of Iowa Vehicle Fleet
Administered by the Motor Vehicle Dispatcher Division of the Department of General Services
As of March 31, 1993

Department	Division	End Miles for all vehicles through 3/31/93	Total # Miles FY93 through 3/31/93	Vehicles assigned by MVD	Vehicles not accumulating miles*	Net assigned vehicles	Average end miles per vehicle	Average miles in FY 1993 - 3/31/93	Est. average miles per vehicle for FY 1993 - 6/30/93	Vehicles with less than 5,000 miles est. for FY 1993	Percentage of total vehicles	Use of vehicles with estimated mileage of less than 5,000 in FY 1993
Agriculture		8,139,008	2,027,227	143	11	132	61,659	15,358	20,477	7	5.30%	One vehicle is used for bulk transport and the other 6 are new assignments.
Attorney General		458,981	91,308	8	0	8	57,373	11,414	15,218	2	25.00%	Both of these cars were newly assigned vehicles and have exceeded the estimated 5,000 miles.
Dept. for the Blind		571,507	148,840	11	0	11	51,955	13,531	18,041	0	0.00%	
Civil Rights Commission		0	0	1	1	0	0	0	0	0	0.00%	
Commerce	Central Office	86,832	6,441	1	0	1	86,832	6,441	8,588	0	0.00%	
	Alcoholic Beverages	539,901	74,861	9	0	9	59,989	8,318	11,091	3	33.33%	A truck is used to haul lumber and materials for maintenance of the building located in Ankeny and for maintenance of old liquor stores. VVD has requested one of the vehicles be turned in - will be used by new hire - customer service to call on liquor stores regarding damaged merchandise. The other vehicle is a 4X4 pickup used for snow removal and maintenance.
Utilities	Utilities	190,492	99,340	5	0	5	38,098	19,868	26,491	0	0.00%	
Corrections	Central Office	523,267	136,908	8	0	8	65,408	17,114	22,818	0	0.00%	
	Training Ctr.	73,840	10,652	2	1	1	73,840	10,652	14,203	0	0.00%	
	Anamosa	552,784	130,057	16	0	16	34,549	8,129	10,838	6	37.50%	Four of the vehicles are pickup trucks used to transport inmate work crews, staff, and tools to farm and other work sites. One is a garbage truck and the other is a van assigned to Luster Heights Camp to provide security of inmates when transporting to other institutions, hospital trips, and inmate work crews to DNR sites.
	Oakdale	696,526	103,224	11	1	10	69,653	10,322	13,763	2	20.00%	One is a replacement vehicle, the other is used for maintenance.
	Mt. Pleasant	1,644,485	127,552	26	1	25	65,779	5,102	6,803	17	68.00%	One is a newly assigned vehicle, the others are maintenance vehicles including a fire truck, boom truck, and delivery truck.
Corrections	Rockwell City	370,847	74,913	7	0	7	52,978	10,702	14,269	1	14.29%	This vehicle is used for maintenance and training.
	Clarinda	303,832	32,418	5	0	5	60,766	6,484	8,645	1	20.00%	This vehicle is used to transport food as well as local errands in town or on campus.

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	Ft. Madison	1,057,834	137,654	23	1	22	48,083	6,257	8,343	7	31.82%	Two of the vehicles are newly assigned. The vehicles are used for non-inmate transport. Four of the vehicles are used for maintenance activities. At least one vehicle is kept at each unit and most vehicles are used for trips between units, the furthest being the Montrose Minimum Unit, 14 miles away.
	Mitchellville	347,278	48,762	6	0	6	57,880	8,127	10,836	2	33.33%	One vehicle is used for maintenance and delivery of supplies. The other vehicle is a new assignment.
	Newton	933,326	93,183	10	0	10	93,333	9,318	12,424	4	40.00%	Used for maintenance and delivering
	Prison Industries	1,438,407	228,894	21	2	19	75,706	12,047	16,063	4	21.05%	Three of the vehicles are newly assigned. The other vehicle is used to deliver and install Prison Industries' products on a State-wide basis and to pick up manufacturing raw materials when more economical than using a common carrier.
	Farm Account	477,690	38,496	8	0	8	59,711	4,812	6,416	3	37.50%	These vehicles are used for on-farm transportation of inmate and staff workers, and to transport cattle and hogs, as well as to plant, harvest, and transport grain and feedstuff on farms and between farms.
	Cultural Affairs	132,333	28,313	2	0	2	66,167	14,157	18,875	0	0.00%	
	Economic Development	609,344	90,318	13	2	11	55,395	8,211	10,948	3	27.27%	Two vehicles were newly assigned. The other was a replacement for a vehicle turned in for repair.
	Education Central Office	373,537	105,352	6	0	6	62,256	17,559	23,412	0	0.00%	

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Education	Voc. Rehab.	589,667	59,497	8	0	8	73,708	7,437	9,916	3	37.50%	One vehicle is newly assigned. The other two vehicles are busses assigned to the evaluation center in Des Moines to transport clients to appointments, job interviews, and recreational activities.
	College Aid	67,892	36,107	4	1	3	22,631	12,036	16,048	1	33.33%	One of four vehicles used in different regions of the State to audit program compliance. This vehicle is used in the S.W. region.
	Iowa Public TV	990,890	146,058	19	2	17	58,288	8,592	11,456	3	17.65%	All vehicles are associated with production. One pulls the mobile production unit, one is a smaller production unit, the other vehicle is used to haul extra equipment.
Employment Services		1,711,517	355,486	37	5	32	53,485	11,109	14,812	5	15.63%	Two vehicles are reassigned vehicles. One is a utility van in the Job Services Division. One is used by Job Services Division for conducting County Surveys. One is used by Job Services Division for furniture and equipment deliveries. One of 8 used by the Labor Division for elevator inspections.
General Services	Property Management	1,496,331	66,036	28	2	26	57,551	2,540	3,386	21	80.77%	Vehicles used by property management are basically used on the Capitol Complex so mileage is minimal. The only vehicles having more than an estimated 5,000 miles for FY 1993 are used for traveling to institutes and mail delivery and pickup.
	Communications	21,447	21,425	2	0	2	10,724	10,713	14,283	0	0.00%	
	Federal Surplus Property	697,805	26,864	5	2	3	232,602	8,955	11,940	2	66.67%	One of the vehicles is used as an administrative support vehicle and is used to pick up mail and money collected for sale of property and to deliver the money. The other vehicle is used to bring property into the State.
	Motor Vehicle Dispatch Pool	5,151,899	1,033,817	110	8	102	50,509	10,135	13,514	15	14.71%	All units were either new assignments or vehicles turned into VDD to be sold except for a full-size vehicle that has a high rental
	Printing	164,225	13,469	2	0	2	82,113	6,735	8,979	0	0.00%	
Governor		90,961	1,528	2	1	1	90,961	1,528	2,037	1	100.00%	This vehicle is used for Terrace Hill maintenance.
Human Rights		283,303	49,852	5	0	5	56,661	9,970	13,294	1	20.00%	This vehicle has been turned in.

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Human Services	Administration	123,174	24,705	2	0	2	61,587	12,353	16,470	0	0.00%	
	Community Service	6,567,771	1,655,220	132	9	123	53,397	13,457	17,943	4	3.25%	Two of the vehicles are replacement vehicles. The other 2 vehicles have been turned into the VDD.
	Juvenile Home - Toledo	568,939	38,100	11	1	10	56,894	3,810	5,080	7	70.00%	Most of the low mileage vehicles are used for maintenance functions. Two vehicles are used to transport youth to school, work, and activities. The vehicles are of various sizes.
	Training School - Eldora	1,145,343	88,106	22	0	22	52,061	4,005	5,340	14	63.64%	One of 8 vehicles used for transporting students and security was low mileage. All 8 of the maintenance vehicles are low mileage as is the laundry vehicle, food truck, a 1965 donated Jeep, and one used for local pickups.
	Cherokee	722,425	124,519	20	2	18	40,135	6,918	9,224	7	38.89%	Two vehicles are replacement vehicles. Of the remaining vehicles one is used to transport clean laundry, one is a fire truck, one is a boom truck used as a utility vehicle, and one is used for patient transportation.
	Clarinda	715,903	50,061	12	0	12	59,659	4,172	5,562	6	50.00%	All underutilized vehicles are used for maintenance including the fire truck.
	Independence	822,150	133,781	19	1	18	45,675	7,432	9,910	10	55.56%	One vehicle is a reassigned vehicle. The 5 vehicles used for maintenance are low mileage as is the truck used for laundry delivery and transporting of recycled materials, truck used to deliver supplies and furnishings to the hospital, and the fire truck.
Human Services	Mt. Pleasant	351,279	30,579	6	0	6	58,547	5,097	6,795	2	33.33%	One vehicle was received recently in a trade with the Mt. Pleasant Corrections facility. The other vehicle is a truck used to transport meals from the prison kitchen to the mental health facility.

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	Glenwood	3,716,383	250,738	60	1	59	62,990	4,250	5,666	37	62.71%	Three vehicles used to deliver food to houses. All 19 vehicles assigned to the Physical Plant Services are for general maintenance of the campus. One of 5 vehicles used to pick up and deliver furniture on campus. One of 4 handicapped vehicles. Two of 9 motor vehicle pool cars and 7 other vehicles used for miscellaneous purposes.
	Woodward	3,259,899	320,602	59	3	56	58,212	5,725	7,633	23	41.07%	One vehicle is a replacement vehicle. Nineteen vehicles are used to transport clients on and off campus. One vehicle is used to transport Foster Grandparents on and off campus. The following vehicles used primarily on campus are low mileage: 2 vehicles for transporting of laundry, 4 vehicles used for maintenance, and snow removal. One to transport food. Nine maintenance vehicles, and 2 busses used to transport clients to various programs.
Inspections		2,606,540	587,950	44	0	44	59,240	13,363	17,817	2	4.55%	These are replacement vehicles.
Law Enforcement Academy		606,387	35,199	9	0	9	67,376	3,911	5,215	4	44.44%	One vehicle is used for maintenance. Two are used for precision driving training and the other is used for precision driving training as well as by the director.
Judicial		83,052	28,913	3	1	2	41,526	14,457	19,275	0	0.00%	

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Natural Resources		28,069,947	5,387,315	526	24	502	16,213	4,038	5,384	53	10.56%	Two of the vehicles are new assignments. Seven units are federal surplus vehicles which are used for rough, off-road maintenance and are frequently outfitted with modest fire-fighting gear. Some have broken odometers, and actual miles are unavailable. Use is typically in the area, and few miles are accumulated. One cargo van is outfitted with Geo-tracking drilling and site investigation equipment assigned to the Environmental Protection Division to investigate suspected hazardous sites, leaking tank sites, etc. Eight vehicles are assigned to Fisheries. Due to their specialized nature (fish tanks) and seasonal needs, fish stocking trucks typically do not accumulate many annual miles. The Bureau is using 4X4 heavy duty pickups for towing large trailer/tank units to achieve more flexibility and for stocking in areas difficult to reach. Thirteen vehicles are used by the wildlife units. Large trucks are typically assigned to these units to transport materials and equipment from area to area within a five-county area from the unit headquarters.

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Parole Board		170,977	28,046	2	0	2	85,489	14,023	18,697	0	0.00%	
IPERS		87,902	26,169	1	0	1	87,902	26,169	34,892	0	0.00%	
Public Defense		1,066,033	98,533	27	2	25	42,641	3,941	5,255	17	68.00%	All vehicles with low mileage are used for buildings and grounds maintenance.
Public Health		2,281,835	503,367	42	4	38	60,048	13,247	17,662	3	7.89%	All are replacement or newly assigned vehicles.
Public Safety		26,450,416	9,641,551	650	66	584	45,292	16,510	22,013	43	7.36%	Twenty three vehicles are either newly assigned or replacement vehicles. Six vehicles are undercover vehicles from the Narcotics Unit and Narcotics Enforcement which are traded frequently. One is from field services and does not use a lot of miles. One vehicle is used only at crime scenes. Four are DCI undercover vehicles that are traded frequently. Two are vehicles assigned to the highway patrol Theft Unit and are traded frequently. Three vehicles are assigned to ISP enforcement for a job not requiring very many miles. Two vehicles are assigned to communications and are used for on-call assignments.
Board of Regents		71,058	9,088	1	0	1	71,058	9,088	12,117	0	0.00%	
Revenue and Finance	Operations	1,060,685	201,559	24	2	22	48,213	9,162	12,216	5	22.73%	One is a reassigned vehicle. Three are used to transport records or supplies from building to building. One of 7 used to transport assessors to job sites. One of 8 used to transport auditors to accomplish Audits, Tax Collection and Taxpayer Service.
	Lottery	3,108,093	935,811	52	1	51	60,943	18,349	24,466	1	1.96%	Motor Home - used for parades, fairs, community events. Currently in storage.
Veterans Affairs		819,640	156,450	18	0	18	45,536	8,692	11,589	7	38.89%	Five of the vehicles used for maintenance-only are low mileage. Two of 3 vehicles used to transport residents to activities and events both in town and out of town are low mileage.